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TO COMMANDERS FROM GENERAL ROSS

SUBJECT: POLICY ON COMMANDER'S LEAVES OF ABSENCE

REF: A. PROJECT HQS MISSION DIRECTIVES

B. 21 DECEMBER 1965

1. IN ORDER TO STANDARDIZE PROCEDURES WITHIN OUR ATTACHMENTS, THE FOLLOWING INFORMATION AND POLICY GUIDANCE IS PROVIDED:

A. REF A STATES THAT DETACHMENT COMMANDERS ARE CONSIDERED TO OCCUPY POSITION EQUIVALENT TO THAT OF [REDACTED] AND ARE RESPONSIBLE FOR INTERPRETATION AND IMPLEMENTATION OF AGENCY REGULATIONS.

REF B PRESCRIBES THE PROCEDURES TO BE FOLLOWED WHEN

[REDACTED] ARE TO BE ABSENT FROM HIS
INSTALLATION FOR MORE THAN 24 HOURS BY REASON OF
OPERATIONAL NECESSITY OR LEAVE.

B. MY POLICY IN REGARD TO COMMANDER'S ABSENCES FROM HIS DUTY STATION EITHER (A) ON OFFICIAL TDY, OR (B) ON ORDINARY LEAVE OF ABSENCE IS AS FOLLOWS: A REQUEST FOR APPROVAL

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PAGE 2 8280 S E C R E T

OF SUCH ABSENCES WILL BE SUBMITTED BY UNIT COMMANDERS TO HQS AS FAR IN ADVANCE AS POSSIBLE BY MESSAGE. REQUESTS WILL BE SUBMITTED FOR NON-OFFICIAL ABSENCES OF OVER 24 HOURS EXCEPT IN THE CASE OF SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS. SUCH REQUESTS WILL BE APPROVED PERSONALLY BY THE DIRECTOR OF SPECIAL ACTIVITIES OR HIS DEPUTY, AND WILL BE CONFIRMED BY MESSAGE. IN THOSE CASES WHERE TIME WILL NOT PERMIT A MESSAGE REQUEST, TELEPHONE REQUEST WILL SUFFICE TO BE FOLLOWED BY MESSAGE CONTAINING THE INFO SPECIFIED IN PARA C BELOW.

C. COMMANDER'S REQUEST WILL INCLUDE THE FOLLOWING INFORMATION:

- (1) ESTIMATED TIME OF DEPARTURE
- (2) ESTIMATED TIME OF RETURN
- (3) REASON FOR ABSENCE
- (4) ADDRESS, TELEPHONE NUMBER, AND/OR POINT OF CONTACT WHEN ON LEAVE
- (5) NAME OF OFFICER IN CHARGE DURING COMMANDER'S ABSENCE

2. THE ABOVE IS EFFECTIVE UPON RECEIPT.

END OF MSG

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